

JOB DESCRIPTION

JOB TITLE: Public Health Director I **GRADE:** 23

JOB CODE: 1003 **DATE:** 3/20/95

GENERAL FUNCTION: Under administrative direction of the Board of Health, directs the personnel of a local health department in providing a variety of public health services (medical, environmental, and supportive services) to the community served by the department. The incumbent performs a variety of tasks such as, planning, financial management, organizing and measuring performance of staff in a single county. The department has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. May serve as secretary to the Board of Health.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes expenditure decisions accordingly
- d. authorize expenditure of funds for department functions

Reviews, approves, and monitors program plans for the various services and programs provided by the health department

JOB TITLE: Public Health Director I (continued)

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- a. determines community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel)

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants.

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives;

- a. prepares agenda for meeting
- b. prepares necessary reports that describe progress (programmatic and financial) of the department
- c. prepares minutes of the Board of Health meetings
- d. serves as a resource person on questions raised by board members

Develops and maintains a program of public relations designed to promote the services of the health department within the community

JOB TITLE: Public Health Director I (Continued)

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Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction

SUPERVISION RECEIVED: General Supervision provided through the Local Board of Health

SUPERVISION EXERCISED: Supervision is that of a Director supervising a staff of 10-35. May have supervisory staff to supervise.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of the principles and practices of public health;

Ability to communicate and deal tactfully with;

Ability to analyze and evaluate statistics and facts.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a College or University with a major in Business or Public Administration, Health Administration, Public or Community Health, or a related degree. Three years of experience in Public Health or other health related occupations. Demonstrated work experience in other occupational responsibilities may be considered if the functions are related to the responsibilities of financial management, planning, supervision of staff). A Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.